

INSTALLATION STEPS ON DESKTOP CLIENTS

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Installation steps for Apple Mac book

Step 1: Create your email account

- 1. Start Mail.
- 2. If it is the first time you are setting up your account, a wizard will walk you through the steps. If the wizard does not appear you can open up the wizard by going to the **File** menu, then **Add Account** to launch the wizard.
- 3. Fill out the requested information.
 - ✓ Full Name [Your full name or Team Name]
 - ✓ Email address –[Email address you want to configure]
 - ✓ Password [password for your email ID]
- 4. Click Continue.

3 	Add A	ccount
CORE RUNO	Add Account You'll be guided th additional account To get started, pro Full Name: Email Address: Password:	hrough the steps to set up an t. ovide the following information: Support Team admin@xgen.in
?	Cancel	Go Back Continue

Step 2a: Enter Incoming Mail server details

- 1. Enter the following information:
 - ✓ Account Type: IMAP
 - ✓ Description: [Optional, may be left blank]
 - ✓ Incoming Mail Server: mail.xgen.in
 - ✓ User Name: [Your NetID or full Email ID]
 - ✓ Password: [Your password]
- 2. Click Continue.

3	Add Account	
	Incoming Mail Server Account Type: Description:	IMAP XGeN IMAP account
CORFETING	Incoming Mail Server: User Name: Password:	admin@xgen.in
?	Cancel	Go Back Continue

Step 2b: Settings detection

- 1. In case your incoming mail server fails to detect settings, you may receive the following error screenshot.
- 2. Click Setup Manually.

Mail cannot send your password securely to the server.			
You can continue without a secured password, which could put your password at risk. Alternatively, you can manually set up your account.			
Do you want to continue without a secured password?			
Setup Manually Cancel Continue			

Step 2c: Enter Incoming Mail Security

- 1. The Incoming Mail Security window will only show up if the attempt to detect the settings fails. If you do see it, enter the following information.
 - ✓ Select Passwords for Authentication.
- 2. Click Continue.

	Add A	ccount	
	Incoming Mail Sec	urity Sockets Layer (SSL)	
COMERLIN	Authentication:	Password	
?	Cancel	Go Back	Continue

Step 3: Outgoing Mail Server

- 1. To configure the Outgoing Mail Server, enter the following information.
 - ✓ Description: [Optional, may be left blank]
 - ✓ Outgoing Mail Server: mail.xgen.in
 - ✓ Check the "Use only this server" box
 - ✓ Check the "Use Authentication" box
 - ✓ User Name: [Your NetID or full Email ID]
 - ✓ Password: [Your Password]
- 2. Click Continue.

_			
(Dutgoing Mail Server		
m	Description:	XGeN Outgoing Mail Se	rve
5 11	Outgoing Mail Server:	mail.xgen.in	•
2 2		${\ensuremath{\overline{\!\!\mathcal O\!\!\!}}}$ Use only this server	
3 1	Use Authentication		
OFR	User Name:	admin@xgen.in	
	Password:	•••••	
6			
CUREDOWNIG			
CRUNS			
_			

Step 4: Account Summary

- 1. This section summarizes the settings that you have made. It should look like the graphic below.
- 2. Check the "Take account online" box to receive mail as soon as you click Create.
- 3. Click Create.

	Add Account
	Account Summary
	Account Description: XGeN IMAP account
550	Full Name: Support Team
	Email Address: admin@xgen.in
3	User Name: admin@xgen.in
2	Incoming Mail Server: mail.xgen.in
ALLO M	SSL: off
19/0	Outgoing Mail Server: mail.xgen.in
	SSL: off
CURERIN	a channer
	Take account online
?	Cancel Go Back Create

XGen Plus Installation steps on iPad

Step 1: Path for Mail Settings

- 1. Tap Mail, Contacts, Calendar from Settings.
- 2. Tap 'Add Account'.
- 3. Tap 'Other' from the list of email accounts.

iPad 🗢	10:40 66 % 🔳
Settings	Add Account Other
Airplane Mode	Mail
🕤 Wi-Fi dilwifi	Add Mail Account
Notifications On	Contacts
Location Services On	Add LDAP Account
Carrier	Add CardDAV Account >
Cellular Data	Calendars
🙀 Brightness & Wallpaper	Add CalDAV Account
Picture Frame	Add Subscribed Calendar >
General	
🧕 Mail, Contacts, Calendars	
🛃 Safari	
📴 iPod	
🚰 Video	
Photos	
T Notes	
Store	
তি Store Pad ক	
Pad © Settings	10:39 (6%) Mall Contract
Pad © Settings	10:39 66% = 2 Microsoft
Store Store Settings Settings Airplane Mode OFF Wi-Fi dilwifi Notifications On	10:39 (6% => 10:39 (6% => 10:30 Kiccosoft Microsoft Microsoft
Store Settings Settings Airplane Mode OFF dilwifi Wi-Fi dilwifi Notifications On Cocation Services On	10:39 66% T Table Contacts Add Account Microsoft Exchange mobile M0.
Pad * Settings Settings Airplane Mode OFF WI-FI dilwifi Notifications On Location Services On Carrier	1039 Contraction Add Account Microsoft Exchange mobile M0 Cmobile
Pad * Settings Settings Airplane Mode OFF Wi-Fi dilwifi Notifications Carrier Cellular Data	10:39 (6%) = 2 THE Control Add Account Microsoft Exchange mobile M/0 Gmil
Store Settings Settings Airplane Mode OFF Wi-Fi dilwifi Notifications On Location Services On Carrier Cellular Data Settings Brightness & Wallpaper	1039 Céta E Talic Contests Add Account Microsoft Exchange mobile M0. GM011 YAFIOO!
Pad Settings Settings Settings Airplane Mode OFF Wi-Fi dilwifi Notifications On Location Services On Carrier Cellular Data Set Brightness & Wallpaper Picture Frame	IO39 CONTROL Add Account Microsoft Exchange Mobile M0 GMail YAHOO! Aol.
Pad Settings Settings Settings Wi-Fi Wi-Fi diwifi Interplane Mode OFF Vi-Fi diwifi Interplane Mode On Interplane Mode Interplane Mode <th>10.30 Column 10.30 Column Add Account Column Microsoft Exchange mobile M/0 Gmail YatioO! Aol. Other</th>	10.30 Column 10.30 Column Add Account Column Microsoft Exchange mobile M/0 Gmail YatioO! Aol. Other
Pad Settings Settings Settings Settings OFF Airplane Mode OFF Wi-Fi dliwifi Notifications On Location Services On Carrier O Carrier O Cellular Data Brightness & Wallpaper Picture Frame General Mail, Contacts, Calendars Mail, Contacts, Calendars	10:30 Columna Call Contract Add Account Microsoft Exchange mobile M2 GMail YAHOO! Aol. Other
Store Settings Settings Settings Interplane Mode OFF Wi-Fi dilwifi Notifications Notifications Interplane Inter	ID-39 C65 = 2 Table Contacts: Add Account Microsoft Exchange mobile M0 GM01 YAFIOO! AOI. Other
Pad Store Settings Settings Settings Settings Settings Settings Settings Settings Settings Settings Settings Settings Settings Settings Settings	10.39 Column Ton controls Add Account Microsoft Exchange mobile M/0 Gmil YatioO! Aol. Other
Pad Settings Settings Settings Settings OFF Settings OFF Wi-Fi diwifi Solution On Location Services On Location Services On Carrier O Cellular Data O Picture Frame O General O Mail, Contacts, Calendars O Safari I Ipod O Video No.	10:32 Column Tellic Contract Microsoft: Exchange Mobile M/L GMail YAFIOO! AOI. Other
Pad Settings Settings Settings Airplane Mode OFF Wi-Fi dilwifi Notifications On Carrier Cellular Data Cellular Data Brightness & Wallpaper Picture Frame Ceneral Mail, Contacts, Calendars Safari i iPod Video Photos	10.59 Column Contractor Add Account Microsoft Exchange mobile M/2 GMail YattoO! Aol. Other
Store Settings Settings Airplane Mode OFF Wi-Fi dilwifi Notifications On Carrier Cellular Data Cellular Data Brightness & Wallpaper Picture Frame General Safari Ipod Video Photos Notes	10:39 Cet 2 TEXE Contexts Add Account Microsoft Exchange mobile M0 GMOI YAFIOO! AOI. Other

Step 2: Create Mail Account

- 1. Fill out the requested information.
 - ✓ Name: [Your Account Name]
 - ✓ Address: [Your email address]
 - ✓ Password: [Your email password]
 - ✓ Description: [Email Description]
- 2. Tap Next.

iPad	12:33	49% 🔳
Settings	Cancel New Account	Next
Mirplane Mode		
🛜 Wi-Fi	Name Bharat Berry	
Notifications	Address ajay@bharatberry.com	
Location Services	Password ••••••	
Carrier	Description ajay@bharatberry.com	· · · ·
Cellular Data		
🙀 Brightness & Wallpaper		,
Picture Frame		
} [] {	} # % ^ *	+ = 43
- \	~ < > € \$	S ¥ return
123 redo	. , ? ! ,	" 123
ABC		ABC 🛒

Step 3: Enter Incoming & Outgoing Mail Server Account Information

- 1. Tap 'IMAP' and enter following details for Incoming Mail Server.
 - ✓ Host Name: mail.xgen.in (<u>for XGen account</u>)
 - mail.bharatberry.com (for Bharat Berry account)
 - ✓ User Name: [Your Email Address]
 - ✓ Password: [Your Password]
- 2. Incoming Mail server will be looked up for account verification.
- 3. Enter following details for Incoming Mail Server.
 - ✓ Host Name: mail.xgen.in (<u>for XGen account</u>) mail.bharatberry.com (<u>for Bharat Berry account</u>)
 - ✓ User Name: [Your Bharat Berry Email Address]
 - ✓ Password: [Your Password]
- 4. Outgoing Mail server will be looked up for account verification.
- 5. Tap Next.

iPad 🔶	12:34	49 % 🔳
Settings	Add Account Other	
Airplane Mode		
ᅙ Wi-Fi		>
Notifications	IMAP POP	
Location Services	Name Bharat Berry	>
Carrier	Address ajay@bharatberry.com	>
Cellular Data	Description ajay@bharatberry.com	
Brightness & Wallpaper	Incoming Mail Server	>
Picture Frame	Host Name mail.bharatberry.com	>
General	User Name ajay@bharatberry.com	
🔄 Mail, Contacts, Calendar	Password ••••••	
🥳 Safari	Outgoing Mail Server	
iPod	Host Name mail.bharatberry.com	
Wideo	User Name ajay@bharatberry.com	
👷 Photos	Password ••••••	
Notes		
Store		

Step 4: Account Summary

- 1. This section summarizes the settings that you have made. It should look like the graphic below.
- 2. Tap 'Advanced' from Outgoing Mail Server for further settings.

iPad 🔶	14:44		12 % 🛄
Settings		Mail, Contacts, Cale	ndars
Airplane Mode	- Accou	unt (
🛜 Wi-Fi	Accou		
Notifications	IMAP Account Information		
Location Services	Name Bharat Berry		>
Cellular Data	Address enquiry@bharatber	rry.com	>
Brightness & Wallpaper	Description enquiry@bharatber	rry.com	> .
Picture Frame	Incoming Mail Server		>
General	Host Name mail.bharatberry.co	m	
Mail, Contacts, Calendar	User Name enquiry@bharatber	rry.com	Hourly >
🥢 Safari	Password		
iPod	Outgoing Mail Server		50 Recent Messages >
Video	SMTP	mail.bharatberry.com	> 2 Lines >
Notos	Advanced		Medium >
Notes	Auvanceu		
Store			OFF
Apps	Load Remote Images		ON
BBC Nows	Ownersize Dr. Thread		

Step 5a: Advanced Settings

- 1. Incoming Settings:
 - ✓ Use SSL: OFF
 - ✓ Authentication: Password
- 2. Mailbox Behaviors:
 - \checkmark Set the folders for Drafts, Sent & Deleted Mailbox as shown.

iPad 1	ĉ.	14:46	12 % 🖿
	Settings	Mail, Contacts, Calenda	irs
*	Airplane Mode		
?	Wi-Fi	Advanced Deleted Mailbox	-
	Notifications	On My iPad	>
7	Location Services	Trash	>
R	Cellular Data	On the Server	>
	Brightness & Wallpaper	🔄 Inbox	>
	Picture Frame	🕒 Drafts	>
	General	Sent Messages	
	Mail, Contacts, Calendar	Deleted Messages 🗸	Hourly >
X	Safari	D Sent	
	iPod	Trash	50 Recent Messages >
	Video		2 Lines >
	Photos		Medium >
	Notes		OFF
	Store		OFF
App		Load Remote Images	ON
888	PRC Nows	Ormanica Du Thursd	

iPad ᅙ	14:46	12 % 🗁
Settings	Mail, Contacts, Calenda	irs
Airplane Mode		
🛜 Wi-Fi	Advanced Drafts Malibox	
Notifications	On My iPad	· · · ·
Location Services	Drafts	>
Cellular Data	On the Server	>
Brightness & Wallpaper	🔄 Inbox	>
Picture Frame	Drafts 🗸	>
General	😴 Sent Messages	
Mail, Contacts, Calendar	Deleted Messages	Hourly >
Safari	Dent Sent	
iPod	Trash	50 Recent Messages >
Video		2 Lines >
Photos		Medium >
Notes		OFF
Store		OFF
Apps	Load Remote Images	ON
DOS BRC Nowe	Owner in Dr. Thread	

Step 5b: Advanced Settings

- 1. Set Incoming Settings:
 - ✓ Use SSL: OFF
 - ✓ Authentication: Password
- 2. Tap 'Account' once done.

Pad ?		14:46	12
Settings		Mail, Contacts, Calendars	
Airplane Mode	Account Add	vanced	
ᅙ Wi-Fi			>
Notifications	Mailbox Behaviors		
Location Services	Drafts Mailbox	Drafts >	>
Cellular Data	Sent Mailbox	Sent Messages >	>
🚜 Brightness & Wallpaper	Deleted Mailbox	Deleted Messages >	>
Picture Frame	Deleted Messages		>
General	Remove	After one week >	
Mail, Contacts, Calendar	Incoming Settings		Hourly >
🖌 Safari	Use SSL	OFF	
iPod	Authentication	Password >	0 Recent Messages >
Video	IMAP Path Prefix /		2 Lines >
🜪 Photos	Server Port 143		Medium >
Notes			OFF
Store			OFF
Apps	Load Remote Ima	ages	ON

Step 6: Account Summary

- 1. This section summarizes the settings that you have made. It should look like the graphic below.
- 2. Tap 'Done' once done. You are ready to use Bharat Berry account on your iPad.

iPad බ	14:44	12 % 🗔
Settings	Mail, Contacts, Calendars	3
Airplane Mode	ancel Account Done	
Wi-Fi	IMAP Account Information	>
Location Services	Name Bharat Berry	>
Cellular Data	Address enquiry@bharatberry.com	>
Brightness & Wallpaper	Description enquiry@bharatberry.com	>
Picture Frame	Incoming Mail Server	>
General	Host Name mail.bharatberry.com	
🧕 Mail, Contacts, Calendar	User Name enquiry@bharatberry.com	Houriy >
Mafari Safari	Password ••••••	
iPod	Outgoing Mail Server	50 Recent Messages >
Wideo	SMTP mail.bharatberry.com >	2 Lines >
🙊 Photos	Advanced	
Notes		OFF
Store	Load Remote Images	
Apps		

XGen Plus Installation steps on Microsoft Outlook 2007

Step 1: Configure Outlook

1. Open MS Outlook, follow the outlook start-up wizard.



Step 2: Add New Account

- 1. Select checkbox 'Manually configure server settings or additional server types'.
- 2. Click on Next.

Auto Account Setu	ιρ 	1
Your Name:	admin@xgen.in	
	Example: Barbara Sankovic	
E-mail Address:	admin@xgen.in	
	Example: barbara@contoso.com	
Password:	******	
Retype Password:	*****	
	, the me harrond from mingular pervice bronger, was given	
Manually configure	server settings or additional server types	

Step 3: Choose E-mail Service

- 1. Select 'Internet E-mail' from the given options.
- 2. Click on Next.

۲	Internet E-mail Connect to your POP. IMAP, or HTTP server to send and receive e-mail messages.
0	Microsoft Exchange
0	Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
0	Connect to a server type shown below.
	Outlook Mobile Service (Text Messaging)

Step 4: Enter E-mail settings

- 1. Fill in User Information
 - ✓ Your Name:
 - ✓ E-mail Address:
- 2. Fill in Server Information
 - ✓ Account Type:
 - ✓ Incoming Mail Server:
 - ✓ Outgoing mail server (SMTP):
- 3. Fill in Logon Information
 - ✓ User Name:
 - ✓ Password:
- 4. Click on 'More Settings'.

[Your Name] [Your e-mail address]

IMAP mail.xgen.in mail.xgen.in

[Your user name] [Your password]

User Information		Test Account Settings
Your Name:	admin@xgen.in	After filling out the information on this screen, we
E-mail Address:	admin@xgen.in	button below. (Requires network connection)
Server Information		
Account Type:	IMAP	Test Account Settings
Incoming mail server:	mail.xgen.in	
Outgoing mail server (SMTP):	mail.xgen.in	
Logon Information		
User Name:	admin@xgen.in	
Password:	****	
I F	Remember password	

Step 5: Advanced Settings

- 1. Click on 'Outgoing Server' tab. Select 'My outgoing server (SMTP) requires authentication' checkbox, 'Log on using' radio-button and fill the following information.
 - ✓ User Name: [Your Name]
 - ✓ Password: [Your e-mail address]
- 2. Check 'Remember password' checkbox.
- 3. Click on OK.

My outgoing server (SMTP) requires authentication Use same settings as my incoming mail server User Name: admin@xgen.in Password: Remember password Require Secure Password Authentication (SPA)	neral Folders	Outgoing Server	Connection	Advanced
User Name: admin@xgen.in Password: ************ Remember password Require Secure Password Authentication (SPA)	My outgoing ser Use same se O Log on using	ver (SMTP) requin ttings as my incon	es authenticat ning mail serve	ion er
Password:	User Name:	admin@xgen.in		
Remember password Require Secure Password Authentication (SPA)	Password:	****		
				20 - 1999 - X

Step 6: Confirm Settings

1. Click on Next.

re required to get your e-mail accou	nt working.
	Test Account Settings
admin@xgen.in	After filling out the information on this screen, we
admin@xgen.in	button below. (Requires network connection)
IMAP	Test Account Settings
mail.xgen.in	
mail.xgen.in	
admin@xgen.in	

Remember password	
e Password Authentication (SPA)	More Settings
	admin@xgen.in admin@xgen.in IMAP mail.xgen.in mail.xgen.in admin@xgen.in admin@xgen.in ********* Remember password a Password Authentication (SPA)

Step 7: Complete Settings

- 1. Click on Finish.
- 2. You are now ready to use MS Outlook for XGen account.

